

Thank you for your interest in applying for the position of:-

Teacher – English as a Second Language

Please find enclosed an information about the position. This includes the following:-

- Employment details, as well as details on applying for the position;
- Position Description including key selection criteria.

For general details about Nhill Learning Centre please refer to our website: www.nnhlc.org.au

For further information about the position or duties involved, please contact our Executive Officer, Annette Creek, on (03) 5387 9800 or annette@nnhlc.org.au

Nhill Learning Centre

Nhill Learning Centre is a vibrant and progressive community organisation. Our mission is to bring about positive change and wellbeing in our community by providing a platform for social opportunities through learning, interactive exchange, and information in a welcoming, all inclusive environment.

We offer excellent working conditions and a positive team-focused culture. We're a dedicated team, proud to deliver a huge array of services to our local community and striving to make a difference. We are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our employees.

Some of the benefits of working with us include:

- Excellent working conditions;
- Attractive pay rates;
- Commitment to work-life balance.

Employment Details for the Position of Trainer – Adult Literacy and Numeracy

Status:	Casual
Location:	80 MacPherson Street, Nhill
Agreement:	NHACE Collective Agreement, 2016
Classification:	Tutor Level 2
Starting salary:	\$48 per hour (inclusive of 25% casual loading)
Superannuation:	Nhill Learning Centre will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee.
Hours of work:	Approx. 8-10 hours per week Tuesday/Wednesday mornings
Employment Checks:	It is a condition of employment that appointees must undertake a police and working with children check prior to commencement of work.

How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow us to decide whether you should be interviewed for the position.

Applicants should prepare the following information:

- A covering letter;
- A current resume;
- A document addressing the key selection criteria (please detail how your skills, abilities, experience and qualifications meet these criteria).

Please Note the closing date for applications.

Ensure you provide a telephone contact number in your application.

Don't assume we know anything about you and submit a generic application

Please attach **copies** of certificates or references (do not send originals, as these documents will not be returned)

Submitting Applications:-**Mail to:**

The Executive Officer
Nhill Learning Centre
80 MacPherson Street
NHILL VIC 3418

Email to: annette@nnhlc.org.au

Deliver in person:

The Executive Officer
Nhill Learning Centre
80 MacPherson Street
NHILL VIC 3418

Closing Date: This position will remain open for applications until a suitable applicant is appointed.

Assessment of Applications

- Each application will be assessed against the key selection criteria for the position
- Applicants who most closely meet the criteria will be offered an interview

The Interview:

- You will be contacted by phone if you have been selected for an interview
- You will be provided with details regarding the time, day and location of the interview
- Please be on time for your interview
- Interview questions will help us to determine who will be the best candidate
- You will have an opportunity in the interview to ask questions
- Referee checks will be conducted for the preferred candidate
- Please contact us if you cannot attend the interview or wish to withdraw from the process.

After the Interview:**The successful interviewed applicant:**

- Will be notified by phone
- Will have the relevant pre-employment checks conducted
- Will agree on a start date and a letter of offer will be sent, outlining employment terms and conditions.

The unsuccessful interviewed applicants:

- Will be advised by email confirming the outcome.

Please note we reserve the right not to appoint and to, if necessary, re-advertise the position.